

TAB

NOV 4 - 1953

MEMORANDUM FOR: General Counsel
 Director of Security
 Auditor-in-Chief
 Acting Personnel Director
 Acting Comptroller
 Chief, Logistics Office
 Chief, General Services Office
 Chief, Medical Staff

SUBJECT : Use of Abbreviations

1. The Office of the Director has noted an increasing tendency within the Agency to employ abbreviations in communications addressed to the Director and Deputy Director, without insuring that such abbreviations have been clearly explained.

2. It is, therefore, requested that, when preparing correspondence for this Office or correspondence which may be brought to the attention of the Director and Deputy Director, each title be spelled out in the first instance and followed by the abbreviation enclosed in parenthesis; thereafter, in that communication, abbreviations will suffice.



L. K. WHITE
 Acting Deputy Director
 (Administration)

STATINTL

NOV 10 1953

NOV 2 5 03 PM '53

NOV 2 15 00 PM '53

PERSONNEL DIRECTOR
 OFFICE OF

PERSONNEL

<div style="display: flex; justify-content: space-between; font-size: small;"> UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET </div> <div style="text-align: center; font-size: x-small;">(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</div>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Acting Personnel Director	(Signature)	18 NOV 1953
2	PRDS 29-218		
3			
4			
5			
FROM		INITIALS	DATE
1	Chief / PR&DS	(Signature)	17 Nov
2			
3			
<div style="display: grid; grid-template-columns: 1fr 1fr 1fr; gap: 5px;"> <div><input type="checkbox"/> APPROVAL</div> <div><input type="checkbox"/> ACTION</div> <div><input type="checkbox"/> COMMENT</div> <div><input type="checkbox"/> CONCURRENCE</div> <div><input type="checkbox"/> INFORMATION</div> <div><input type="checkbox"/> DIRECT REPLY</div> <div><input type="checkbox"/> PREPARATION OF REPLY</div> <div><input type="checkbox"/> RECOMMENDATION</div> <div><input type="checkbox"/> SIGNATURE</div> <div><input type="checkbox"/> RETURN</div> <div><input type="checkbox"/> DISPATCH</div> <div><input type="checkbox"/> FILE</div> </div> <p>Remarks:</p> <p>In accordance with your request, the attached PDM has been written to provide procedures for using abbreviations for titles of Agency officials. Your approval and signature are requested.</p> <p style="text-align: right; font-size: large;"># 74-53 18 Nov 53</p>			

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ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM: MAIL ROOM 125 Curie Hall
STATINTL Processing & Records Division

NO.

DATE

OV 5 1953

	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
	223	- 5	NOV 1953	(C)	1-2 PDM?
	29-218		12 Nov	KB	2 to 3. Yes I think so
			13 Nov	JK	2 to 3.
4. C/Procedure		15 Nov	13 Nov		deadline?
5. Monty		11/13		Me	pls. inform
6. A-PD					Nancy
7. PRDS					project (96)
8.					
9.					
10.					3-4 Please give deadline,
11.					5. PD M. please 18 Nov. deadline
12.					# 9453 18 Nov 53
13.					
14.					
15.					

STATINTL

FORM 51-9

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